



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position for the St. Thomas/St. John District:
DISASTER RECOVERY ACCOUNTS PAYABLE SPECIALIST

The Community Development Block Grant Disaster Recovery (CDBG-DR) Accounts Payable Specialist performs accounts payable functions in support of the CDBG-DR Division. This position reports directly to the CDBG-DR Finance Manager and provides support to that position as needed.

ESSENTIAL FUNCTIONS:

- ⇒ Perform accounts payable duties to include vendor setup, review of invoices for appropriate documentation and approvals prior to input in financial system.
- ⇒ Recording of expenditures to appropriate accounts.
- ⇒ Reconciliation of vendor accounts and address inquiries on status of payments.
- ⇒ Maintain Accounting documents including vouchers, invoices and supporting documentation or correspondences necessary for financial management in compliance with retention policies for CDBG-DR.
- ⇒ Coordinate with VIHFA accounts payable to support final processing of payments.
- ⇒ Assist with the reconciliation of general ledger accounts related to accounts payable.
- ⇒ Assist with periodic audits by internal and external parties by researching and providing requested documents.
- ⇒ Provides direct support to the Disaster Recovery Finance Manager as needed.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Associate degree from an accredited college or university in Accounting.
- ⇒ **Experience:** Minimum of one year of relevant work experience.
- ⇒ **Knowledge, Skills & Abilities:** Knowledge of bookkeeping and basic accounting requirements. Detail oriented. Computer literate to include Microsoft Word, Excel, PowerPoint and Outlook. Good oral and written communications skills. Ability to be flexible and work under pressure. Ability to work harmoniously with other agency personnel. Ability to maintain confidentiality in all assignments. Ability to multi-task, work collaboratively in a team-oriented environment and problem solve. Valid Driver's License.

SALARY: **\$33,280 - \$47,840** per annum depending upon qualifications.
CDBG-DR grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Stay at Home period, application packages will ONLY be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov.

Deadline for submittal of application package is Friday, June 19, 2020; however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer